STAT

18 July 1973

To:

From

Subject: Use of Training Reports and Computer Record of Training

1.   To find out what use is made of Training Reports and the Training Record, I called the personnel officers for DDI, STAT NPIC, CRS,

2.   Training Reports are placed into the soft files within the office where the individual is assigned. Most training officers also keep a card file on each person which shows all training taken. The biographic profile in the soft file is usually not updated to show training unless a person is being considered by the Training Selection Board for higher training programs such as one of the Senior Schools. The soft file, together with the Training Reports, is also used when an individual is being considered for another assignment. The bio profile must then be updated from the Training Reports or Computer Record. When Training Reports come in, they go to TLO, supervisor, and employee, then to soft file.

3.   The computer Training Record is given a variety of uses in different offices. In CRS it is handed around to division chiefs. In at least two offices it is used for projecting figures on training, and to make various types of studies on training taken (as in ADP). In one office it is used when considering individuals for various kinds of training, and when its Training Selection Board meets.

4.   There are problems with both the Training Reports and the Computer Record. There are lags in both; to get an up-to-date record of training, the TLOs must fall back on their own manual file of training taken. There seems to be no consistent pattern as to which record is most often incomplete. In addition, none of the training records are complete because neither includes component training taken. This is a major gap in the record, and certainly ought to be easy to incorporate into the computer record.

5.   I asked the question of each personnel officer: "If you could have only one of these two types of reports, which would you prefer?" Following are the responses:

DDI: Computer Record, particularly if it was more complete
STAT NPIC PO: Training Record (not too strong on this)
NPIC TLO: Computer Record.
       Training Report (but could get used to using Computer Record)
CRS: Computer Record.

6.   CRS, in stating that it preferred Computer Record (if only one report was given), emphasized that they would want to continue to get the Training Report for those courses where student performance was evaluated (as in Intelligence Writing), because this type of evaluation was extremely valuable in the RIF situation.

7.   Several emphasized the need for the following, whichever method is used: (a) The record should be as up-to-date as possible. (b) The record should be as complete as possible, including component training taken.